



Chesterfield County, Virginia

Memorandum

DATE: SEPTEMBER 12, 2006

TO: CHESTERFIELD COUNTY PLANNING COMMISSION

FROM: KIRKLAND A. TURNER, DIRECTOR OF PLANNING *KAT*

SUBJECT: ADMINISTRATIVE SUBSTANTIAL ACCORDS - NOTIFICATION OF ADJACENT PROPERTY OWNERS – WORK SESSION SEPTEMBER 19, 2006

BACKGROUND

At the July 18, 2006, Planning Commission Work Session, the Commission requested staff to schedule discussion regarding notification of adjacent property owners for administrative substantial accord proposals. Subsequently, the Commission held a work session on August 15, 2006 and requested that Staff explore options for requiring notification of adjacent property owners similar to proposals scheduled for public hearing.

The Planning Department and County Attorney's Office are exploring the various alternatives available for requiring notification of adjacent property owners for administrative substantial accord determinations. Those options include, but are necessarily not limited to, amendment to the Zoning Ordinance; the Planning Commission's "Suggested Practices and Procedures"; and the Administrative Policy.

To insure that all possible alternatives and the related impact are evaluated additional time is warranted. Staff, therefore, requests that the Commission defer this matter pending completion of the study. At such time that the study is complete, Staff will forward alternatives and recommendations to the Commission.

As a matter of record, Staff emphasizes that the sole purpose of a "Substantial Accord Determination" is a decision as to whether or not the proposal conforms to the Comprehensive Plan and as it relates to Chesterfield, compliance with the Public Facilities Plan, a component of the Comprehensive Plan. While public input and participation is beneficial to the process, the basis of the decision is more narrowly focused than the basis of a decision on a zoning case. Therefore, while providing notice is beneficial in advising the public of a particular public facility proposal, the public's input and participation is also limited to the "test" of whether or not the proposal complies with the Plan.